Grant Review Score sheet

Applicant:		Reviewer:	

Scoring		
0	-	Did not meet the expectation/ Requirement
1	-	Met the requirement/expectation
2	-	Met expectation and has demonstrated positive experience

Section I. Program Design - 50%

In assessing Program Design, reviewers will examine the degree to which the applicant clearly describes and convincingly links four major elements:

    (1) the problem(s) identified

    (2) the solution that will be carried out by AmeriCorps members and community volunteers

    (3) the ways in which AmeriCorps members are particularly well-suited to deliver the solution

    (4) the anticipated outcomes

Specifically, reviewers will assess the extent to which the applicant:

    • Provides persuasive evidence that the identified problem exists in the targeted community(ies).

    • Demonstrates that individuals recruited and selected to be AmeriCorps members will:

            - Have the appropriate backgrounds, qualifications and skills to succeed;

        - Receive orientation, training, and supervision to ensure impact in the community, and the necessary support to have a high-quality service experience.

• Makes the case that engaging AmeriCorps members is a highly effective means of solving the identified community problem.

• Describes how the activities in which AmeriCorps members and volunteers will engage will have a measurable impact on the identified community problem.

If a new applicant is already working on the problem identified in the application, the applicant should describe efforts and impact to date and describe how the proposed use of AmeriCorps members will add value, i.e., be more effective than what is currently being implemented, or enhance existing efforts.

2011 AmeriCorps Application	SCORE (0-2):	Comments (Strengths and Weaknesses)

I. Program Design - 50%

        A. Problem 10 Possible Points

Did The Applicant?

- Describe the problem(s) they will be working on?		
- Explain why they choose this problem?		
- Provide documentation of the extent/severity of the problem in the target community?		
- Describe the target community?		
- Describe the target community?		
Total	0	

    B. Solution: AmeriCorps Member Roles and Responsibilities -10 Possible Points

Did The Applicant?

- Explain why are they proposing to use AmeriCorps to solve the identified problem?		
- Explain what members will do?		
- State how many members they are requesting?		
- Describe what types of slots (service terms) are needed for these members?		
- Explain how the different slot types align with the program design and activities if they are requesting different slot types?		
Total	0	

C. AmeriCorps Member Selection, Training, and Supervision - 24 Possible Points

Did The Applicant?

- Describe their plans for recruiting members for the program?		
- Describe how the applicants selected for the program will reflect a diverse member corps?		
- Describe how members will be included from the local communities to be served by the program?		
- Describe their plan for orienting members to AmeriCorps, the community they are serving, their placement site, and to the service they will perform?		
- Describe how they will ensure that training provided to members will prepare members to perform all the activities they will engage in during their term of service?		
- Describe, as necessary, the ongoing training provided to members throughout their terms?		
- Describe the anticipated training topics and the timeline for member training?		
- Demonstrate how they will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility?		
- Describe their plan for supervising members, and how they will ensure members receive adequate support and guidance throughout their terms?		
- Describe who will supervise the AmeriCorps members?		
- Describe how supervisors are selected and trained?		
- Describe how the program provides training, oversight, and support to supervisors?		
Total	0	

D. Outcome: Performance Measures - 8 Possible Points

Did The Applicant?

- Describe the overall change they want to see by the end of the three-year grant cycle?		

- Explain how they will measure impact?		
- Explain how they will report on this on an annual basis?		
- Explain how they determined their performance measure targets?		
Total	0	

E. Volunteer Generation - 10 Possible Points

Did The Applicant?

- Describe how the proposed program will recruit volunteers to expand the reach/impact in the		
- Explain how volunteers will help meet the identified community needs?		
- Describe the role(s) of volunteers?		
- Describe the role AmeriCorps members will have in volunteer recruitment and management?		
- Request a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), if so did they explain the basis for the request in this section?		
Total	0	

F. Partnerships and Collaboration - 4 Possible Points

Did The Applicant?

- State who the community stakeholders and partners are?		
- Describe how they are involved in planning and implementing of the proposed program?		
Total	0	

G. Sustainability - 2 Possible points

Did The Applicant?

- Outline their plans for ensuring that the impact of the program in the community is sustainable beyond the presence of federal support?		

*For example, they might describe how the community relationships will lead to community investment in the program's continued operation; how they will diversify the funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how their strategies for recruiting and supporting volunteers will sustain member activities after the AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Total	0	

H. Multi-state Applicants Only – 2 Possible Points – N/A Optional

Did The Applicant?

- Describe the manner and extent to which they consulted with the State Commission in the states in which they plan to operate?		
Total	0	

I. Multi-Site Programs Only – 8 Possible Points – N/A Optional
Did The Applicant?

- Identify the proposed member service sites?		
- Describe their process for selecting service sites and ensuring they have adequate programmatic and financial capabilities?		
- Explain how the site selection process will incorporate the criteria required by the AmeriCorps regulations 45 CFR §2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR §2522.450 (program models, program activities and programs supporting distressed communities)?		
- Explain their current or previous programmatic and funding relationships with the sites?		
Total	0	

J. Tutoring Programs Only – 4 Points Possible – N/A Optional
Did The Applicant?

- Describe how their process complies with AmeriCorps requirements for member tutoring qualifications? (Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in a secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program.)		
- Describe how their strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards [section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)], includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform?		
Total	0	

K. Current Grantees Only – 4 points Possible-– N/A Optional

Did The Applicant?

Enrollment: If the program enrolled less than 100% of slots received during their last full year of program operation, did they provide an explanation, and describe their plan for improvement?		

Enrollment rate is calculated by dividing regular slots filled plus refill slots filled by regular slots awarded.

Retention: If the program were not able to retain all of your members during their last full year of program operation, did they provide an explanation, and describe their		

While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible. Retention rate is calculated by dividing the number of members exited with award (full or partial award) by the number of members enrolled.

Total	0	

SECTION I TOTAL	0	Of Possible	68

Section II. Organizational Capability – 25%

Reviewers will assess the extent to which:

• The organization has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.

• The organization has secured, or describes an effective plan for securing, the financial and in-kind resources necessary to support program implementation and to demonstrate community stakeholder support

• Multi-state applicants have consulted with state and territory service commissions to ensure non-duplication and coordination of Corporation resources.

• Current or previous AmeriCorps grantees filled the member positions they were awarded and retained the AmeriCorps members they enrolled.

• The organization has a well-developed plan for expanding on its success through expansion or assuring adaptation of its program model by other organizations.

2010 AmeriCorps Application	Score (0-2)	Comments(Strengths and Weaknesses)
A. Organizational Background - 10 Possible Points		
Did The Applicant?		
- Identify the primary and secondary contacts for the grant application?		
- Describe the organization's prior experience administering AmeriCorps grants or other federal funds?		
- Describe the organization's experience raising funds to support service activities and initiatives?		
- List all sources of organizational funding in this section, and what percent the proposed project represents in the budget.		
- If they have received support from CNCS during the last five years, did they specify what type of support they received?		
Total	0	
A. Organizational Background - 6 Possible Points		
Did The Applicant?		
- State what percentage of their total funding comes from CNCS?		
- Describe how the program is integrated and supported within their organization (if they already operate an AmeriCorps program)?		
- Include information explaining the organization's management structure and how the board of directors (if applicable), administrators, and staff members will be used to support the program?		
Total	0	

B. Staffing - 8 Possible Points

Did The Applicant?

- State who will staff the AmeriCorps program and what their specific role will be?		
- Explain their relevant experience?		
- Describe the desired qualifications for each open position, if positions are currently vacant?		
- Explain their plans for: providing financial and programmatic orientation; training and technical assistance; and monitoring for compliance to the program and service sites?		
Total	0	

C. Special Circumstances - 2 Points Possible

Did The Applicant?

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations: The age of your organization and its rate of growth; and whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of		
Total	0	

SECTION II TOTAL	0	Of Possible	26

Section III. Cost Effectiveness and Budget Adequacy – 25%

For cost-reimbursement grants, reviewers will assess the extent to which:

• The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.

• The requested funds do not exceed the maximum cost per Member Service Year (MSY), or for existing programs, have not increased over previous years.

For EAPs and full-time fixed amount grants, reviewers will assess:

• The amount requested per member. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.

• The applicant's understanding of total program cost and capacity to raise additional resources beyond the fixed-amount.

2010 AmeriCorps Application	Score (0-2)	Comments(Strengths and Weaknesses)
A. Cost Effectiveness - 8 Possible Points		

The Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position. The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.

The maximum cost per MSY allowable is published each year in the *Notice.* Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

Did The Applicant?

- Demonstrate how the program has or will obtain diverse non-federal resources for program implementation?		
- Indicate how much funding the program needs from non-Corporation sources to support the project?		
- Indicate the non-Corporation resource commitments (in-kind and cash) that they have obtained to date and the sources of these funds?		
- Indicate what additional commitments they plan to secure, and how they will secure them?		
Total	0	

B. Current Grantees Only - 2 Possible Points - N/A Optional

Did The Applicant?

- Describe the extent to which they are increasing the share of costs to meet or exceed program goals or the extent to which they are proposing deeper impact or broader reach without a commensurate increase in Federal funds?		
Total	0	

C. Special Circumstances - 2 Possible Points
Did The Applicant?

In applying the cost-effectiveness criteria, the Corporation will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance		
Total	0	

D. Budget Adequacy - 2 Possible Points
Did The Applicant?

- Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and desired outputs and outcomes? (Unless they are applying for an EAP or Full-time Fixed-amount grant)		
Total	0	

E. EAPs and Full-time Fixed-amount Applicants Only - 2 Possible Points - N/A Optional

The extent to which a current grantee is increasing its share of costs will not be considered in assessing a fixed-amount application. However, all other indicators described under Cost Effectiveness and Budget Adequacy apply and the section will be weighted 25% of the total application. Fixed-amount applicants are encouraged to request less than the full maximum amount allowed per MSY. The amount requested is a competitive factor in the selection process.

Did The Applicant?

- Discuss how they will raise the resources they will need to manage and operate an AmeriCorps program and identify the total amount they have budgeted to operate the program, both the CNCS share and grantee share?		

Keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care and criminal history checks. Education Award Programs are not required to pay living allowances or cover health care for less-than-full-time members, but must conduct criminal history checks. Programs will not be required to track or report on their expenditures. However, they must demonstrate that they have planned for total costs. Reviewers will assess the adequacy of the plan to secure resources to support the program design.

Total	0	

F. Evaluation Summary or Plan - 2 Points Possible

If an applicant is competing for the first time, they will enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If a program is recompeting for AmeriCorps funds for the first time they must submit a summary of their evaluation efforts or plan to date in the Evaluation Summary or Plan field in eGrants. If a program is recompeting for the second time, they must submit their evaluation report according to the application instructions in section V. D. An evaluation report may be submitted in place of an evaluation plan.

The evaluation requirements differ depending on the amount of the grant, as described in the AmeriCorps Regulations, Section 2522.710:

• If you are State and National grantee (other than an Education Award Program grantee), and your average annual Corporation program grant is $500,000 or more, you must arrange for an external evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.
• If you are State and National grantee whose average annual Corporation program grant is less than $500,000, or an Education Award Program grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.

A formula program that re-applies and is submitted as a competitive application will be considered a recompeting application, if it satisfies the Corporation's definition of "same project," below. If your project satisfies the definition, you will be required to submit an evaluation plan, summary, or evaluation report when you recompete. If your project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:
• address the same issue areas;
• address the same priorities;
• address the same objectives;
• serve the same target communities and population;
• utilize the same sites; and
• use the same program staff and members.

Did The Applicant?

- Submit a copy of their evaluation? If not was a plan submitted for doing an evaluation in the future?		
Total	0	

SECTION III TOTAL	0	Of Possible	14

| 2010 AmeriCorps Applicant | | Reviewer | |

Overall Strengths of Proposal:

Overall Weaknesses of Proposal:

Reviewer Score

I. Program Design - 50%

| Section Total | 0 | Of Possible | 68 | Section Percent | 0.00% |

| Section Percent | 0.00% | X | 50 | = | 0.00 | Section Final |

II. Organizational Capability - 25%

| Section Total | 0 | Of Possible | 26 | Section Percent | 0.00% |

| Section Percent | 0.00% | X | 25 | = | 0.00 | Section Final |

III. Cost Effectiveness of Budget - 25%

| Section Total | 0 | Of Possible | 14 | Section Percent | 0.00% |

| Section Percent | 0.00% | X | 25 | = | 0.00 | Section Final |

| **Final Score** | 0.00 | Of 100 |

Interview Information

Interview Questions

Interview Comments

Conflict of Interest Statement
AmeriCorps Grant Award Review Process

I have read the information regarding Conflict of Interest included in the AmeriCorps Grant Review Instructions and understand that I must contact the appropriate Office of Community Service official if a conflict arises during my term of service as a reviewer. I also will not divulge any confidential information I may become aware of during my term.

Name (Print Please): _____

Signature: _____

Review Panel: _____

Grant Review
Montana Initiatives and Expectations Score Sheet

*This score sheet does not affect the application score and is used by the Grant Review Workgroup for ranking purposes only.

Scoring

+	Met and Demonstrated experience
✓	Met expectation
-	Did not meet requirement/expectation

Montana State Service Plan

Montana State Initiatives
- The Governor's strategic initiative for clean energy
- The Governor and First Lady's strategic initiative for math and science education

Does the Participant?	Score	Comment
- Have a plan to include the Governor's Clean Energy initiative		
- Have a plan to include the Governor and First Lady's Math and Science initiative?		

Montana Expectations for all Programs

- Disability inclusion in the design and delivery of the program
- A collaborative approach to program planning, design and delivery
- Demonstrated ability to successfully administer an AmeriCorps or other federal grant
- Addressing rural, underserved or areas of extreme poverty that are not currently served by AmeriCorps programs

Did the Participant?	Score	Comment
- Explain how their program will be inclusive?		
- Explain how their program will have a collaborative approach to program planning, design and delivery?		
- Demonstrate ability to successfully administer an AmeriCorps or other federal grant?		
- Address rural, understated or areas of extreme poverty?		

The Ranking Process will consider 3 factors: the grant review score sheet, the Montana Initiatives and Expectations score sheet, and the Staff Assessment and Recommendation sheet.

The Governor's Office of Community Service Staff Analysis

For 2011 AmeriCorps Applications

Staff will complete the following analysis for each applicant based on whether they are a new applicant or a previously funded AmeriCorps Applicant. This information will be provided to the grant review workgroup to determine a final ranking. This information does not affect the applicant's application score.

New Applicants

Applicant: Applicant Name
Federal Request: CNCS Amount Requested
Total Match: Program Match
Match %: Target 24%
Staff Summary: Summary of strength and weaknesses of proposed program. Staff will assess sources of match, sustainable and adequate match, if it is a realistic budget to deliver program as proposed and geographic and program diversity relative to all funding requests.
Recommendation: Staff Recommendation

Previously Funded AmeriCorps Applicants

Applicant: Applicant Name
Federal Request: CNCS Amount Requested

Prior year and current year application will be compared and reviewed including changes in MSY.

	Current Grant ('10)	Revised Request ('11)	Difference
Federal Funds	$0	$0	$0
Cash Match	$0	$0	$0
In-Kind Match	$0	$0	$0
Total Match	$0	$0	$0
Match %	#DIV/0!	#DIV/0!	#DIV/0!
Project Cost	$0	$0	$0
MSY:	-	-	0.00
Cost per MSY:	$0	#DIV/0!	#DIV/0!

<u>2009 Grant</u>

Enrollment Rate: Target 100%

Retention Rate: Target 90%

Performance Measures Success: Unmet or Met

Enrollments Completed within 30 Days: Unmet or Met

Exits Completed within 30 Days: Unmet or Met

Deadlines Meet: Unmet or Met

Compliance Findings: Summarize significant highlights from monitoring visits

Progress Reports: Summarize significant highlights from progress reports

Risk Assessment: Risk Assessment score sheet

Staff Summary: Staff will assess sources of match, sustainable and adequate match and if it is a realistic budget to deliver program as proposed. Staff will review bi-annual progress reports, monthly expense reports, quarterly federal financial reports, and if applicable monitoring visit reports. Geographic and program diversity relative to all funding requests will also come into consideration.

Recommendation: Staff recommendation.